

# Memorandum

**TO:** Distribution List  
**FROM:** Bryan Tippie, Budget Director  
**DATE:** April 4, 2005  
**Re:** Minutes of the March 17, 2005 Finance Committee Meeting



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Committee Members present: Mr. Ray Graham

The Finance Committee met on March 17, 2005, at 2:30 p.m. in the Warren Green Building 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** The Treasurer's Report was included in the agenda packet for the Finance Committee's consideration.

**County Attorney's Report:** Paul McCulla presented the County Attorney's Report for the Finance Committee's consideration.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted. *Please note:* Fund Balance – Carryover represents funds appropriated and not expended in FY 2004. The indicated use of Fund Balance without Carryover represents Fund Balance prior to FY 2004.

### **FY 2005**

#### **1. School Division - \$31,922**

- a. \$10,000 from Federal funds was approved for appropriation to support a portion of a handicap capable lift for Fauquier High School.
- b. \$16,781 from Federal funds was approved for appropriation to purchase new scientific and graphing calculators, calculator batteries and for repair of calculators.
- c. \$5,141 from State funds from a Mentor Teacher Program Grant was approved for appropriation to implement and enhance teacher programs for new teachers.

#### **2. Fire & Rescue - \$854**

A total of \$854 donations and miscellaneous revenue was approved for appropriation for the purchase of automatic defibrillator equipment and Cardio Pulmonary Resuscitation supplies and books.

**3. Sheriff's Office - \$5,264**

- a. \$5,189 was approved for appropriation from insurance recovery to repair a damaged vehicle.
- b. \$75 was approved for appropriation from insurance recovery for a towing expense related to the damaged vehicle.

**4. Budget Office - \$500,000**

\$500,000 from Old Dominion Electric (first of three yearly payments) was approved for appropriation to the Conservation Easement Service District Fund for purchase of development rights.

**Transfers:**

**1. Finance - \$10,695**

\$10,695 was approved for transfer from the completed Capital Fund Administrative Relocation project to the Capital Fund County Construction Reserve.

**2. Information Technology - \$900**

\$900 was approved for transfer from the completed Capital Land Records project to the Capital Fund County Construction Reserve.

**3. Fire and Emergency Services - \$55,334**

\$54,334 was approved for transfer within the Fire and Emergency Services Fund to support change in operational needs.

**4. School Division - \$13,540**

\$13,540 was approved for transfer from the Capital Fund general HVAC code to the specific Capital Fund HVAC Cedar Lee Middle School code.

**Regular Agenda**

**Supplemental Appropriations:**

**FY 2005**

**1. Budget Office - \$200,000**

\$200,000 from the Fire and Rescue Fund Balance was approved for appropriation to the Fire and Rescue Construction Reserve account in order to allow release of funding quickly for timely completion of small dollar renovation projects.

**2. Fire and Emergency Services - \$35,544**

\$35,544 from State Funds was approved for appropriation to the Fire and Rescue Companies for Fire Programs and Two-For-Life Programs.

**Transfers:**  
**FY 2005**

None

**Comments**

**1. Finance:**

Health Insurance – Bryan Tippie, Interim Finance Director, provided the health insurance fund summary. The latest report through February showed the monthly expenditure average to be \$964,346. The consensus is that the County will need to use a portion of its health care reserves to complete this year.

**2. Budget:**

Revenue Report – FY 2005 revenue is currently projected to be \$727,271 less than the revised budget. This has been primarily the result of reductions in automobile values which affect personal property revenue. An additional \$415,000 in revenue was projected for FY 2006. The additional revenue was included in the FY 2006 adopted budget.

**3. CSA:**

Rosemary Downs, CSA Administrator, relayed concerns regarding the CSA budget and the increasing number of children served. Mr. Graham advised her to wait until later in the year before making a request for additional funds. This delay would allow for a more exact amount of what will be needed to support operational needs.

Finance Committee Meeting Change – There will be no Finance Committee Meeting in April and beginning in May the Finance Committee will meet the first Thursday of each month. The change was made in order that the Budget Office would be able to meet the deadlines for Board of Supervisors public hearings.

**The next Finance Committee Meeting will be  
May 5, 2005 at 4:00 p.m.**